Meeting Minutes X

[REROUTE – Group 16]
Meeting Minutes
Date: [03/04/2025] – Tuesday
Time: [8 am]
Location: [ST 237A], or virtual
Facilitator/Chairperson: [Andrew Pauls]
Note Taker: [Andrew Pauls]

---

1. Attendance

Present:

- [Cam Carvalho– Developer] – present virtually

- [Tristan Arana Charlebois – Developer] – present in person

- [Turner Kassie – Scrum Master] – present in person

- [Andrew Pauls – Product Owner] – present in person

---

2. Agenda Overview

(List key discussion topics in order of the agenda)

1. [A New, Bare Bones MVP]

2. [Timeline for things moving forward]

3. [Things that are getting cut, staying the same, getting changed]

---

3. Discussion & Key Points

Topic 1: [A new, Bare Bones MVP]

- **Summary:** [Team members have been voicing concern that the project is too ambitious, given the remaining time in the semester. As a result, this emergency meeting was called to discuss reducing the MVP to a bare but complete version. To begin this meeting, the group discussed what the bare bones MVP must possess. We worked this out from a theoretical standpoint. It must do x, and y, etc. We were able to then determine what we could eliminate from the MVP in Topic 2, by having a new definition of the bare bones MVP we were striving for.]

- **Decisions Made:** [1] Frontend, Backend need a hard restriction on num. Vehicles, num destinations (arbitrarily decided 50 destinations, 10 vehicles)

[2] Each vehicle will be selectable via a button on the frontend, that allows you to see its geoline and directions when you press it.

[3] The default state of the dashboard after the calculate button is clicked is to return the geolines of all the vehicles.

[4] Route saving is done manually, up to 6 routes per user

[5] Step by step directions only appear once the user selects an individual directions

[6] There needs to be business logic changes with user accounts, each user now a standalone entity. When a user creates an account, their company info is tied to their account if needed.

[7] When a user selects the route for an individual driver, they can export the directions for that driver via a link (in theory, to send that link to the actual driver)

[8] calculating a route costs the user a credit. Reloading a previously saved route costs a credit.

[9] Credits are assigned a default starter (free) value. They are decremented appropriately in DB.

[10] Stripe billing to be built into the dashboard, a dummy stripe account to be used that when the user pays via Stripe, puts an appropriate number of credits into their account.

[11] reroute logos need to be inserted into dashboard and landing page

- **Action Items:** [1] Andrew to post the new MVP requirements to the team Discord, so that everyone has the same expectations and can view them openly.

Topic 2: [Timeline for moving forward]

- **Summary: H**aving just identified the characteristics of the new MVP, the group went piece by piece through the existing plan of the MVP and decided whether it was getting cut, changed, or remaining. The goal is not to reduce work just for our sake, but to ensure the product does what it was originally intended to do, and be fully complete. In the event that we finish ahead of schedule, we can add back originally determined features.

- **Decisions Made:**

 [1] – Present as early as possible, planning for April 10.

[2] – April 8, last team meeting, to rehearse our presentation. Presentation material must be completed.

[3] – April 4, team meeting to summarize patches, plan for presentation (whose making the presentation materials, how we want to present, etc)

[4] – April 1, first testing stage. Team meeting to test every conceivable aspect of the project. Plan patches as discovered.

[5] – March 28, project is complete. Only last minute changes permitted moving forward.

[6] – March 25, last meeting with TA, last loose ends tied down.

[7] – Multi-TSP to be done on 18th

[8] - All frontend pages done by 18th

[9] – Server rigged up and fully running on 18th

[10] – Account creation pages changed, put on new server by Friday the 7th

- **Action Items:**

  [2] – Andrew to post the above changes, discuss them with group

Topic 3: [What features are getting cut/changed from original MVP]

- **Summary:** With the just discussed characteristics of our new MVP, we went piece by piece through the existing planned MVP and determined if those features were getting cut/changed/staying. All existing buttons on all frontend pages were assessed. All tasks on Trello Product Backlog dissected.

- **Decisions Made:** [1] Frontend, Backend need a hard restriction on num. Vehicles, num destinations (arbitrarily decided 50 destinations, 10 vehicles)

  [2] Each vehicle will be selectable via a button on the frontend, that allows you to see its geoline and directions when you press it.

  [3] The default state of the dashboard after the calculate button is clicked is to return the geolines of all the vehicles.

  [4] Route saving is done manually, up to 6 routes per user

  [5] Step by step directions only appear once the user selects an individual directions

  [6] There needs to be business logic changes with user accounts, each user now a standalone entity. When a user creates an account, their company info is tied to their account if needed.

  [7] When a user selects the route for an individual driver, they can export the directions for that driver via a link (in theory, to send that link to the actual driver)

  [8] calculating a route costs the user a credit. Reloading a previously saved route costs a credit.

  [9] Credits are assigned a default starter (free) value. They are decremented appropriately in DB.

  [10] Stripe billing to be built into the dashboard, a dummy stripe account to be used that when the user pays via Stripe, puts an appropriate number of credits into their account.

  [11] reroute logos need to be inserted into dashboard and landing page

  [12] Offline capability, realtime updates, mobile app are all scrapped.

- **Action Items:**

  [3] – Andrew to compile and post, explain plan to group.

4. Action Items & Next Steps

Action Item	Assigned To	Due Date	Status
[Task 1]	Andrew	March 5	Pending
[Task 2]	Andrew	March 5	pending
[Task 3]	Andrew	March 5	pending

5. Additional Notes / Other Business

- Frontend is now the point of major work. Jordan, our assigned frontend member, has a heavy task to get all of the route drawing/directions capabilities. Andrew to step in and assist him as needed. Possibly others if we begin getting tight for time. Everything else looks good for time.

6. Next Meeting Details

📅 **Date & Time:** [Tuesday March 4, 2025 at 10:00]
📍 **Location:** [Schmon Tower 237A or via virtual link]
🎯 **Key Topics for Next Meeting:**

1. [Inform group of the three topics from this meeting]

2. [Open floor to any concerns/questions about new plan]

📌 **Meeting Adjourned at:** [9:59 a.m.]

✍️ **Minutes Prepared By:** [Andrew Pauls]